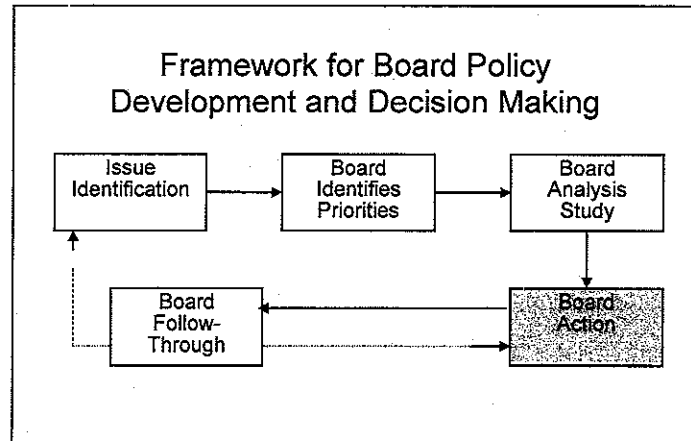


Iowa State Board of Education

Executive Summary
March 11, 2008



Agenda Item: Report on Phase II Fiscal Review and Accreditation Visit

Iowa Goal: All K-12 students will achieve at a high level.

Equity Impact Statement: Students across the state should have access to a high quality education program.

Presenters: Judy Jeffrey, Director

James Addy, Administrator, Division of School Support and Information

Kevin Fangman, Administrator, Division of PK-12 Education

Del Hoover, Deputy Division Administrator, Bureau of Accreditation and Improvement Services

Attachments: 5

Recommendation: After reviewing the recommendation from the Phase II team following their visit to the Russell Community School District the week of February 25, 2008, and reading the fiscal and accreditation reports, the Director recommends that the State Board of Education remove the accreditation status of the Russell Community School District as of June 30, 2008.

Background: On September 10, 2007, the School Budget Review Committee voted unanimously to recommend to the State Board of Education that the Department send an accreditation team to the Russell Community School District for an on-site fiscal review in conjunction with a Phase II accreditation visit. This action was taken pursuant to Iowa Code section 256.11(10), 2007 Iowa Code Supplement. If a school district exceeds its authorized budget or carries a negative unspent balance for two or more consecutive years, the Committee may recommend that the Department implement a Phase II on-site visit

to conduct a fiscal review pursuant to section 256.11, subsection 10, paragraph "e."

On October 17, 2007, the State Board of Education voted to direct the DE to send an accreditation team to the Russell Community School District for an on-site fiscal review in conjunction with a Phase II accreditation visit. The Phase II team was in Russell Community School District the week of October 22-26, and November 5, 2007.

On December 13, 2007, the State Board of Education voted to continue the Phase II process in the Russell Community School District after hearing a report outlining the accreditation and financial concerns found in the district.

Great Prairie AEA worked with the Russell Community School District in December 2007 to develop a corrective action plan with deadlines for fixing special education noncompliance issues. They worked in the school district in January and February to help district staff fix the identified areas of noncompliance.

Senior Department staff met with Superintendent Robert McCurdy and representatives from the Russell School Board on January 21, 2008. A timeline for correcting accreditation violations and for submitting a workable budget for the 2008-2009 school year was established.

Two unworkable financial plans were submitted to the Department in January and February 2008.

The Phase II team revisited the district the week of February 25-29, 2008, to document that corrective actions were taken to fix the accreditation citations from the December report.

The Phase II team turned in their recommendation to Director Judy Jeffrey on March 3, 2008.

During this session, the documentation to support the removal of accreditation for the Russell Community School District will be shared with the State Board of Education.



CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

STATE OF IOWA

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

DATE: March 3, 2008

TO: Director Judy Jeffrey

FROM: Kevin Fangman, Administrator
Division of PK-12 Education

James Addy, Administrator
Division of School Support and Information

SUBJECT: Recommendation on Russell Community School District's Phase II Review

The Phase II team concluded the Phase II process for the Russell Community School District (CSD) on Friday, February 29, 2008. The process was in depth, thorough, and carried out with great integrity.

Beginning in December, senior staff from the Department met with district representatives on three different occasions to clarify concerns, state expectations, answer questions, and offer assistance. The district also had a considerable amount of contact with Department staff by telephone and during both district visits. Extensive support was also given to the district from the Great Prairie Area Education Agency regarding their special education noncompliance issues.

The Phase II visit to Russell CSD was triggered by the district exceeding its budget authority for consecutive years. Russell CSD was given the opportunity to submit two corrective action plans to address its fiscal situation. Neither plan erased Russell CSD's negative unspent balance. The fiscal corrective action plans submitted by Russell were not viable for several additional, pertinent reasons: cuts that threatened the district's accreditation were included, costs were omitted from the plan, and real costs were not substituted for estimated costs in the plan when they were available. Documentation reviewing the first corrective action plan (Appendix A) and the second corrective action plan (Appendix B) are attached. Russell CSD's responses to clarifications about the second plan by the DE have also been included as Appendix C.

The most critical finding by the Phase II team was that the Russell CSD had failed to make substantive changes to the educational program in the district as documented in the attachments. Many of the areas of noncompliance with accreditation standards identified in the DE's original visit to the district in January of 2008 remain noncomplaint. These areas include: special education, licensure, equity, accessibility, teacher evaluation, curriculum development and maintenance, and offer and teach requirements. Those areas which are compliant with accreditation standards generally have only met the minimum threshold for compliance. The specific accreditation standards and DE's review of Russell CSD's compliance status with each of these may be found in Appendix D. Compliance issues specifically related to special education are found in Appendix E.

Based upon these findings, it is the unanimous recommendation of the Phase II team to the Director of the Iowa Department of Education that the Russell CSD shall have its accreditation removed as outlined in Iowa Code section 256.11(12).

Grimes State Office Building - 400 E 14th St - Des Moines IA 50319-0146

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STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

Dear Superintendent McCurdy,

The Phase II Fiscal Corrective Action Plan submitted by you on January 29, 2008, on behalf of the Russell Community School District (Russell CSD) did not meet the minimum threshold to be accepted by the Iowa Department of Education (DE). Paramount was the fact the plan did not eliminate Russell CSD's Negative Unspent Balance. Further, your submission did not include the financial documentation from Russell CSD that had been requested in both written and oral instructions. There was also no evidence Russell CSD has begun the search for an auditor, which was a requirement of the Corrective Action Plan.

Unacceptable Sections in Russell CSD's Corrective Action Plan Submission:

1. **The plan did not erase the negative unspent balance projected by DE.** The plan did not even account for all the factors it purported to contain: Russell CSD stated it would be sharing with Chariton Community School District (Chariton CSD), but included no tuition out payment to Chariton CSD. If Chariton CSD is critical to Russell CSD's Corrective Action Plan, DE would encourage Russell CSD to be in direct contact with Chariton about the number of students and the cost. The new plan will require a tuition out cost or estimate with which Chariton CSD has agreed. Russell CSD also assumed that making a cut has no ramification beyond the cut, which is incorrect: the proposed staff reduction would result in \$37,340 reduction in money from the state and federal government. Also, left over revenue from the special education staff position removed in the plan, would potentially revert back to the state.

Analysis of Russell CSD Corrective Action Plan	
-\$382,807.00	Negative unspent balance as of July 1, 2008*
\$323,782.00	teaching staff reductions
-\$36,700.00	Removing staff reduction for special ed teacher (would be zeroed out)*
\$4,850.00	Custodial reduction
\$22,977.00	Secretary reduction
\$29,815.00	Instructional Support increase (Diff FY08 and stated amount)*
-\$13,823.00	Additional transport costs (Russell CSD est.)
-\$91,509.00	Tuition out*
-\$20,000.00	Auditor*
-\$33,660.00	State categorical revenue decrease due to staff reductions*
-\$3,680.00	Federal - Carl Perkins reduction due to not offering CTE*
-\$200,755.00	Remaining Negative Unspent Balance after Russell CSD's Corrective Actions
* DE estimate/calculation	

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2 Russell CSD was given explicit instruction to produce financial information which it did not provide Russell CSD did not fully answer any section in the "Russell Community School District CORRECTIVE ACTION PLAN FORMAT INSTRUCTIONS " This document is attached as a reference and once again will be the basis of what the Russell CSD is required to submit for its plan to be considered for approval In brief, Russell CSD did not include line item specifics about what it was cutting and the revenue it was increasing. Russell CSD also omitted the comparison between its past budget, current budget, current budget with corrective action plan adjustments, and next year's budget, FY09, with corrective action plan adjustment Russell CSD also did not fill out the financial information required in the Excel files emailed to the district for use in projecting future unspent balances

3 Russell CSD needs to provide proof it is in the process of hiring an independent auditor As part of the Corrective Action Plan Russell CSD had to hire and pay for an independent, third-party audit done by a firm other than the one currently providing audit services to them All information about this requirement was omitted from the report by Russell CSD

Submission of Corrective Action Plan 2

According to the procedure set out, Russell CSD has the opportunity to submit one more fiscal corrective action plan DE put its concerns about the first plan submitted in writing because it wants to be clear why the plan submitted was unacceptable, so that Russell CSD may attempt to resolve these issues Further, DE scheduled a face-to-face meeting on February 5, 2008, so that any questions Superintendent McCurdy may have could be answered directly

To acknowledge you received this document, understood DE's explanation of why the first plan was unacceptable, and attended the meeting on February 5, 2008, where you were informed the second corrective action plan submission is due February, 12, 2008, DE requests your signature below, next to those who communicated this information to you



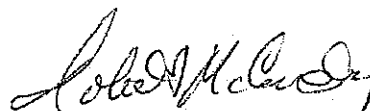
Jim Addy, Division Administrator
School Support and Information Services
Iowa Department of Education

2/5/08



Carol Greta, Attorney 3
Iowa Department of Education

2-5-08



Robert McCurdy, Superintendent
Russell Community School District

2-5-08



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

February 26, 2008

Robert McCurdy, Superintendent
Russell Community School District
410 E Smith
Box 487
Russell, IA 50238

Dear Superintendent McCurdy:

Thank you for submitting a second Phase II Fiscal Corrective Action Plan (Plan) on February 12, 2008, on behalf of the Russell Community School District (Russell CSD). After review by the Iowa Department of Education (DE), we have determined that there are still areas of concern.

The February 12 Plan is not acceptable for the following reasons:

- The Plan includes cuts that cannot be made if Russell CSD is to retain its accreditation;
- The Plan omits unavoidable costs;
- The Plan uses estimates when real costs are now available;
- The Plan does not eliminate Russell CSD's negative unspent balance (still -\$100,683); and
- The Plan does not address all the issues identified in the original Phase II Fiscal Review.

The DE is not asking for Russell CSD to submit a further Corrective Action Plan. This letter outlines the conclusions we have drawn from the second Plan. If you believe that any of the DE's conclusions are based on faulty information, you may provide whatever additional information you believe will be helpful.

A complete final analysis of Russell CSD's Phase II Fiscal Corrective Action Plan will be combined with findings from the DE's follow-up accreditation visit. The complete report, which is a public document, will be released to you and to the members of the State Board of Education a few days prior to the March 11 meeting of the State Board. The meeting is scheduled for 3:00 p.m. You are encouraged to attend. In fact, we are setting aside time for you to address the State Board members and to present any additional documentation you desire to present. If there are documents you want the State Board to have prior to its March 11 meeting, please send those to the DE (in care of the undersigned) before March 5.

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DE Conclusions:

Second Russell CSD Corrective Action Plan Overview Plan dated 2/12/08	
-\$382,807	Negative unspent balance projection – DE estimate
\$409,341	Certified staff reduction by Russell CSD (Note 1)
-\$13,708	Cutting superintendent position (Note 2)
\$4,870	Custodial reduction
\$22,977	Secretarial reduction
	Instructional support increase (dif between FY08 actual and stated amount)
\$29,024	
-\$13,823	Additional transportation costs (Russell est.)
	Tuition to be paid to Chariton CSD (44 children for 3 periods) pursuant to possible sharing agreement (Note 3)
-\$82,359	
-\$20,000	Auditor*
\$3,744	Extra-curricular reductions
-\$33,660	Categorical reduction for fewer teachers – minimum* (Note 4)
-\$3,680	Carl Perkins reduction for not offering CTE FY07 (Note 4)
-\$3,758	Carl Perkins reduction for not offering CTE FY08* (Note 4)
-\$16,844	Reserve needed for identified mis-categorized expenditures* (Note 5)
-\$100,683	Unspent balance
	* DE estimate/calculation

Note 1:

The salary associated with cutting Sally Johnson, folder #190083, was \$55,810 in the first Corrective Action Plan and \$72,388 in the second Plan. The Department of Education accepted the higher salary figure in the second corrective action plan

Note 2:

Every school district must have a superintendent, as required by 281—Iowa Administrative Code 12.4(4). Russell may share a superintendent with another district or contract for superintendency services from Great Prairie AEA, but the district must have this administrator

Further, the amount reported to be cut is unclear. According to the Basic Educational Data Survey (BEDS), Russell CSD's superintendent earns \$100 for this year. In the second Plan, total salary and benefits were listed as \$13,708.

Note 3:

In DE's response to Russell CSD's first Corrective Action Plan, Russell CSD was advised to confer with its potential sharing partner, Chariton CSD, to find out what it would cost Russell CSD to tuition out its children to Chariton CSD. Based on information from both districts, the DE assumes 44 students attending for three periods per day.

Note 4:

Reductions in teachers, and in specific types of teachers, such as those teaching career and technical education (CTE), results in a loss of state and federal categorical funds. The Plan does not make any adjustment for these reductions. The DE includes the necessary assumptions in Russell CSD's plan.

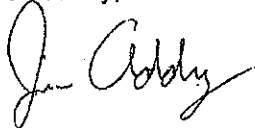
Note 5:

Russell CSD did not allocate any dollars for the mis-categorized expenditures already identified by DE. (A more in-depth audit may identify other expenditures that were made from inappropriate accounts, and those monies would have to be restored to the accounts from which payments were incorrectly made.) Following is an accounting of the mis-categorized expenditures identified by the DE in the original Phase II Fiscal Review after a cursory review with associated dollar amounts. These were included with the other assumptions in evaluation of Russell CSD's Plan.

- (Ed Excellence, Teacher Quality, Title VI) Benefits, in addition to FICA and IPERS coded as a categorical expenditure \$116.28; \$111.10; \$22.69
- (Carl Perkins) Students paid from categorical funding for a service that appears inappropriate for the grant \$504.00
- (Title IV-A Safe and Drug Free Communities) Telephone service paid from categorical funding Drug-Free Communities \$2,603.62
- (Gifted and Talented) Salaries and benefits paid to employees either not serving the program or not endorsed to serve the program HS principal allocated to TAG without having an endorsement – \$11,325.88
- (Head Start) Payroll benefits paid for individuals with no associated salary \$2,160.91

Bob, thank you for taking your time to travel to Des Moines on those occasions you have been to the DE to discuss these matters with us and to answer our questions. We'll look forward to seeing you on March 11 at 3:00 p.m., and again, feel free to send any documentation to me by March 5 that you want to be forwarded to the State Board prior to its March 11 meeting.

Sincerely,



Jim Addy, Administrator
Division of School Support and Information

Addy, Jim [ED]

From: Robert McCurdy [robert.mccurdy@gpaea.k12.ia.us]
Sent: Tuesday, March 04, 2008 12:59 PM
To: Addy, Jim [ED]
Subject: RE: Response to Russell CSD's Second Corrective Action Plan

Jim

Your fy08 negative unspent balance always begins with \$382,807. The Russell district will not have a positive Special Education at the end of FY 08. A positive balance drives up the unspent balance like it has done for the past five years. For 06-07 Special Education Supplement show receipts of \$444,700 (See fax) and for 07-08 the receipts will total \$392,702 (See fax) with Steve Crew's Planner. The district is spending just as much during 07-08 on the program with \$52,000 less in come

The district plans to enter into an agreement with the AEA for Supt. Services at less than the current costs. The district has paid IPERS and FICA on the salary part the contract. Medical Insurance Benefits make up the balance.

It would be nice to find out about costs with Chariton but they have refused to talk with me since Feb. 11th. We have another partner ready to go with the Russell 28E agreement, but Chariton has not officially said they do not want us yet.

TAG funding does not come or has come to Russell, but we carried it as an expense so that it could be direct to the Current certified teacher when the time came. Sally Johnson taught upper level Math Classes and that gave her the opportunity to work with Talented and Gifted students.

Please look over increase in regular program amount and how it effects the calculations. (see fax).

Robert McCurdy, Supt.
Russell Community School
Phone 641-535-2404
Phone 641-535-2602
Fax 641-535-4181

-----Original Message-----

From: Addy, Jim [ED] [mailto:Jim.Addy@iowa.gov]
Sent: Tuesday, February 26, 2008 4:06 PM
To: kathy.mills@gpaea.k12.ia.us; Russell School District
Cc: Hoover, Del [ED]; Fangman, Kevin [ED]; Greta, Carol [ED]
Subject: Response to Russell CSD's Second Corrective Action Plan

Bob and Kathy,

Attached is DE's response to the Second Corrective Action Plan you submitted. Please take the time to read the letter completely. It discusses clarifications that Russell CSD may want to make to DE about your plan, as well as further notification about the upcoming State Board meeting.

Sincerely,

Jim Addy, Administrator
Department of Education
Division of School Support and Information Grimes State Office Building Des Moines, IA
50319-0146
515-281-5293 (v)
515-242-5988 (f)
jim.addy@iowa.gov



Year: CURRENT	Go	Form: Screen 6 Receipts	Go
		Exit	
		District: 5715 School: 0000 Name: Russell Comm School District	

2006-2007 Screen 6 Receipts

Update Help

2006-2007 Receipts: Dollars generated by special education students as prescribed by Chapter 257 and 256B.						
	No. of Students 2005 Count Full Time	No. of Students 2005 Count Part Time	Weighting of students	Receipts for 1.0\$ (col.1+col.2) x district cost per pupil (5128)	Receipts for additional weighted \$ Col 3xDCPP (5128)	Total Col 4 + Col 5
	(1)	(2)	(3)	(4)	(5)	(5)
Weight - 1.72	1	35	25.20	179,480	129,226	308,706
Weight - 2.21	2	12	14.52	61,536	74,459	135,995
Weight - 3.74	3		.00			
2006-2007 Rec Gen	4	47	39.72	241,016	203,684	444,700
2005-2006 Carryover	5					17,545
2006-2007 Tot Rec	6					462,245

This Record Last Modified: (no record)

Please contact

by email or phone (515)281-6285 with questions regarding this form

Russell's
Steve Crews - Planner

District Cost/ Pupil	# of School Days	Level I %	Part B Receipts	Medicaid Receipts	Tuition in Receipts	Other SPED Revenue
\$ 5,333	180	96%	\$ 10,273	\$ -	\$ -	\$ -

Level I 1.0 Monies	Level II 1.0 Monies	Level III 1.0 Monies	Level I Weighted Dollars	Level II Weighted Dollars	Level III Weighted Dollars	Total Receipts
\$ 127,992	\$ 37,331	\$ 21,332	\$ 92,154	\$ 45,171	\$ 58,450	\$ 392,702

Level I Counted	Level I Served	Level II Counted	Level II Served	Level III Counted	Level III Served
24	26	7	8	4	5

Salaries	Benefits	Travel	Supplies	Contracted Services	Transportation	Equipment
\$ 60,250	\$ 18,130	\$ 2,200	\$ 2,550	\$ 84,850	\$ 14,400	\$ 2,200

Level I GPE	Level II GPE	Level III GPE	Total GPE	Tuition Out Expenses	Total SPED Expenditures
\$ 122,872	\$ 11,946	\$ 5,760	\$ 140,578	\$ 45,000	\$ 370,158

Calculated Special Education Balance
22,545

*The balance is not final
 with salaries, benefits, supplies
 and transportation still to be
 paid for the final five
 months of the 2007-2008 year.*

UNSPENDT AUTHORIZED BUDGET CALCULATION 07-08

FY 08-09

REGULAR PROGRAM DISTRICT COST	\$	1,099,131 00		\$	1,191,281 00
REGULAR PROGRAM BUDGET ADJUSTMENT	\$	-			
SUPPLEMENTALWEIGHTING DISTRICT COST	\$	9,679 00		\$	28,978 00
SPECIAL ED DISTRICT COST	\$	195,774 00		\$	203,594 00
AEA SPECIAL ED SUPPORT	\$	56,300 00		\$	60,674 00
AEA MEDIA SERVICES	\$	8,984 00		\$	9,552 00
AEA EDUCATIONAL SERVICES	\$	9,859 00		\$	10,705 00
TAG ALLOWABLE GROWTH	\$	-			
DROPOUT ALLOWABLE GROWTH	\$	14,809 00		\$	27,448 00
SBRC ALLOWABLE GROWTH OTHER #1	\$	7,040 00		\$	53,437 00
SBRC ALLOWABLE GROWTH OTHER #2	\$	46,397 00			
SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$	00		\$	3,200 00
SPECIAL ED POSITIVE BALANCE REDUCATION	\$	-		\$	-
AEA SPECIAL ED POSITIVE BALANCE	\$	-		\$	-
ENROLLMENT AUDIT ADJUSTMENT	\$	(3,692 00)		\$	
AEA PRORATA REDUCATION	\$	(5,008 00)		\$	(5,008 00)
MAXIMUM DISTRICT COST	\$	1,439,273 00		\$	1,583,861 00
INSTRUCTIONAL SUPPORT AUTHORITY	\$	55,956 00		\$	84,054 00
OTHER MISCELLANEOUS INCOME	\$	325,000 00	EST	\$	262,000 00
UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$	(250,291 00)		\$	(302,500 00)
MAXIMUM AUTHORIZED BUDGET	\$	1,569,938 00		\$	1,657,415 00
EXPENDITURES	\$	1,018,539 56	64.99%	\$	1 00
UNSPENT AUTHORIZED BUDGET	\$	551,398 44		\$	0 00

RUSSELL COMMUNITY SCHOOL EXPENSES 07-08

"08-09

JULY	\$	128,978.90
AUGUST	\$	122,786.50
SEPT	\$	120,910.42
OCTOBER	\$	104,875.95
NOV	\$	70,100.00
DEC	\$	238,040.17
JAN	\$	143,578.28
FEB	\$	83,126.34
MARCH		
APRIL		
MAY		
JUNE		
TOTAL	\$	1,018,539.56

\$

Unspent Authorized Budget

A	C	D	E	F	G	H	I	J
40	Estimated Budget Available Amount							
41	Type of Budget Available Amount							
42	Total Regular District Cost	1,085,313	1,096,166	1,191,281	1,211,280	1,223,393	1,229,083	1,265,355
43		101%	101%	101%	101%	101%	101%	101%
44								
45								
46	Select School District:							
47	RUSSELL							
48								
49								
50								
51	Regular Program Instructional Cost	1,084,059	1,099,131	1,191,281	1,211,280	1,193,801	1,229,083	1,265,355
52	Regular Program Instructional Investment	0	12,107	0	0	29,592	0	0
53	Supplementary Program Instructional Cost	14,093	9,679	9,317	9,200	9,200	9,200	9,200
54	Special Ed District Cost	175,445	203,684	203,594	196,500	185,200	186,300	183,500
55	AEA Special Ed Support Investment	53,931	55,143	58,318	58,318	54,600	55,200	56,200
56	AEA Special Ed Support Investment	0	0	0	0	0	0	0
57	AEA Media Services	8,862	8,839	9,750	10,140	10,140	10,140	10,140
58	AEA Educational Services	9,731	9,708	10,701	11,129	11,129	11,129	11,129
59	TAG Allowable Growth	0	0	0	0	0	0	0
60	Dropout Prevention Allowable Growth	21,886	27,929	27,448	27,500	25,000	20,000	20,000
61	SBRC Allowable Growth Other #1	781	53,437	0	0	0	0	0
62	SBRC Allowable Growth Other #2	14,223	49,310	0	0	0	0	0
63	Special Ed Deficit Allowable Growth	0	0	3,240	0	0	0	0
64	Special Ed Positive Behavior Reduction	32,249	48,614	0	0	0	0	0
65	AEA Special Ed Positive Behavior Reduction	0	0	0	0	0	0	0
66	Allowance for Construction Projects	0	0	0	0	0	0	0
67	Unspent Allowance for Construction	0	0	0	0	0	0	0
68	Enrollment Audit Adjustment	-948	-13,215	3,840	0	0	0	0
69	AEA Prorata Reduction	7,810	6,121	2,884	5,008	5,008	5,008	5,008
70	Maximum District Cost	1,343,238	1,392,029	1,510,765	1,519,059	1,513,654	1,516,044	1,550,516
71	Instructional Support Authority	48,161	24,085	85,771	88,423	87,147	89,723	92,370
72	Ed Improvement Authority	0	0	0	0	0	0	0
73	Other Miscellaneous Expenses	315,737	318,815	290,200	310,000	305,000	295,500	290,500
74	Unspent Auth Budget Expenses Year	-43,317	-120,732	-301,770	966	93,148	123,349	99,216
75	GAAP Conversion Holdovers	82,090						
76	Maximum Authorized Expenditures	1,745,929	1,614,197	1,584,966	1,918,448	1,998,949	2,024,616	2,032,602
77	Unspent Authorized Budget	1,866,661	1,864,488	1,584,000	1,825,300	1,875,600	1,925,400	1,965,400
78		-120,732	-250,291	966	93,148	123,349	99,216	67,202
79								

Phase II Follow-up Accreditation Visit
Russell Community School District
February 26-28, 2008

Appendix D

General Accreditation Standards

All supporting materials will be filed at the Iowa Department of Education.

Division I: General Standards - The general standards include the definitions and procedures of accrediting Iowa schools and school districts.

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
Noncompliant	Iowa Administrative Code (IAC) 12.1(1)	Schools and School Districts Governed by General Accreditation Standards <ul style="list-style-type: none"> No evidence exists that the district engages in required activities to ensure an environment of equal opportunity in programs. Although board policy states that the superintendent is the equity coordinator, the superintendent indicated that he was not functioning in that capacity. There is no systemic process in place to keep staff, students, and parents informed about their rights and responsibilities under federal and state civil rights requirements. 	<ul style="list-style-type: none"> On November 15, 2007, the Russell School Board of Education appointed an equity coordinator with an outline of the role and responsibility. The next four staff development sessions will include time for professional development activities to ensure an environment of equal opportunity for all students in all programs. 	<ul style="list-style-type: none"> The district has provided minutes from the November 15, 2007, board meeting appointing Sally Johnson as the equity coordinator. The Iowa Department of Education (DE) will need to conduct an on-site verification that Ms. Johnson understands the roles and responsibilities of this assignment and is actively functioning as the district's equity coordinator. Documentation of staff development activities will be required. Documentation of a systematic process that keeps staff, students, and parents informed regarding their rights and responsibilities will be required. 	<p>___ On-site verification that Ms. Johnson understands equity roles and responsibilities.</p> <p>___ On-site verification that Ms. Johnson is actively functioning as the district's equity coordinator.</p> <p>___ Documentation of a systematic process to keep staff, students, and parents informed of their rights and responsibilities in regard to state and federal civil rights requirements – Due February 22, 2008.</p>	<p>The district remains noncompliant.</p> <p>Due to an extended absence, the visiting team was unable to verify that Ms. Johnson understands the roles and responsibilities of equity coordinator. No one has been designated to handle the equity coordinator responsibilities in her absence. Her job description was not available for review. Handbooks reviewed were not modified to identify the coordinator for staff, students, and parents. The visiting team could not locate posted notices in the building identifying the equity coordinator. There was no documentation she has functioned in this role.</p>

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
		<ul style="list-style-type: none"> The district was unable to provide evidence of compliance with the provision of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) that requires a self-evaluation and transition plan on file [34 C.F.R. § 104.6(c)]. According to board policy 802.5, it is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities. Board policy states the school district is required to have a physical facilities transition plan that outlines when physical facilities will become accessible to persons with disabilities. No plan was provided. 	<ul style="list-style-type: none"> The Russell School Board of Education also appointed a Section 504 coordinator and directed that a copy of the Russell's Section 504 procedures be sent as a part of the district's response. 	<ul style="list-style-type: none"> The district has provided minutes from the November 15, 2007, board meeting appointing Daniel Dow as the Section 504 coordinator. The DE will need to conduct an on-site verification that Mr. Dow understands the roles and responsibilities of this assignment and is activity functioning as the district's Section 504 coordinator. The district has not submitted a completed self- evaluation plan as required. The district has not submitted a detailed transition plan with timelines that outlines when physical facilities will become accessible to persons with disabilities. 	<p>___ On-site verification that Mr. Dow understands the roles and responsibilities of the Section 504 coordinator.</p> <p>___ On-site verification that Mr. Dow is actively functioning as the district's Section 504 coordinator.</p> <p>___ Completed self-evaluation plan due February 22, 2008.</p> <p>___ Detailed transition plan with timelines due February 22, 2008.</p>	<p>The district is minimally compliant.</p> <p>Daniel Dow has been designated as the Section 504 coordinator for issues related to disability. He was interviewed and stated that he has conducted the district's accessibility self-evaluation and transition plan. His job description does not include Section 504 coordinator responsibilities. Handbooks reviewed have not been modified to identify the coordinator for staff, students, and parents. Other than a one page Accessibility Plan submitted to the team, there was no documentation that he is functioning in this role. The visiting Phase II team notes that compliance with Section 504 involves much more than accessibility of facilities.</p>
		<ul style="list-style-type: none"> No evidence exists that the district takes affirmative steps to integrate students in attendance centers and courses on the basis of gender, race, national origin, and disability. Small classes offer opportunity for the district to provide unique supports in the general education classroom to students enrolled in non traditional 	<ul style="list-style-type: none"> The district will document and retain all of the efforts that the school is doing to enroll students in non traditional courses, efforts to help student's at-risk, English language learners and students with disabilities. 	<ul style="list-style-type: none"> The district has provided no documentation demonstrating affirmative steps to integrate students in courses (this is a K-12 site) on the basis of gender, race, national origin, and disability. The district shall accomplish this through an examination of district 	<p>___ On-site verification and documentation of affirmative steps taken by the district to integrate students in courses.</p> <p>___ Review of course enrollments data conducted by the district and actions taken – February 22, 2008.</p>	<p>The district remains noncompliant.</p> <p>Neither the superintendent nor the equity coordinator was available for interview. The Section 504 coordinator for disability issues could provide no documentation that high school enrollments were reviewed to see</p>

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
		courses, students at-risk, English language learners, and students with disabilities, but there is little evidence this is happening.		disaggregated course enrollment data and identifying those courses that reflect isolation on the basis of gender, race, national origin, and disability. Then the district shall document the actions instructional staff and counselors are taking to recruit students who have not traditionally been under-represented in the identified courses.		if students with disabilities were being integrated into general education classes to the maximum extent possible. There is no evidence that a process to review enrollments on the basis of gender, racial/ethnic background and disability on an annual basis.
		<ul style="list-style-type: none"> The nondiscrimination policy does not include sexual orientation and gender identity. The district's bullying and harassment policy does not include sexual orientation, gender identity, marital and parental status, physical attributes, ancestry, political party preference, political beliefs, socioeconomic status and familial status. 	<ul style="list-style-type: none"> The Russell School Board of Education will revise its nondiscrimination policy to include the entire required list of groups that must be listed in the policy. 	<ul style="list-style-type: none"> The district has not submitted a revised nondiscrimination policy 	<p>___ Copy of the revised nondiscrimination policy due February 1, 2008.</p>	<p>The district is minimally compliant.</p> <p>On November 27, 2007, the Russell School Board revised their nondiscrimination policy to include sexual orientation and gender identity. There was no evidence that staff training related to the policy has been done or that parents and students have been informed of the changes in the policies.</p>
					<p>___ On-site verification that the revised nondiscrimination policy is included in all of the district's major publications including handbooks.</p>	<p>The district remains noncompliant.</p> <p>The policies included in staff and student handbooks are not current. The policy is not included in the district's policy</p>

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
						manual. The policy given to the visiting team indicates that it was reviewed by the board on November 15, 2007. Board minutes for that meeting do not indicate that the policy was reviewed.
				<ul style="list-style-type: none"> The district has not submitted a revised bullying and harassment policy that includes sexual orientation, gender identity, marital and parental status, physical attributes, ancestry political party preference, political beliefs, socioeconomic status and familial status. 	___ Copy of revised bullying and harassment policy due February 1, 2008.	<p>The district is minimally compliant.</p> <p>On November 27, 2007, the Russell School Board revised its policy on harassment, bullying and hazing. The current policy includes all the necessary protected classes including sexual orientation and gender identity. It covers employees, students, volunteers etc. The policy defines harassment and commits the district to promptly and fairly investigate complaints. It speaks to cyber/electronic bullying and harassment. Retaliation against a student or staff person who brings a harassment complaint is a violation of the policy. The superintendent was given responsibility for developing investigation processes and assigning staff who will investigate alleged incidents of</p>

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
						harassment. The superintendent was given the assignment of providing training and information to staff, students and parents, monitoring the process to measure its effectiveness and reporting periodically to the board. There was no evidence that staff training related to the policy has been done or that parents and students have been informed of the changes in the policies. The policies included in staff and student handbooks are not current.
		<ul style="list-style-type: none"> The district's educational facilities are largely inaccessible to students, staff, parents and community persons with disabilities. There is no plan in place for making the educational program and services offered in the district available to students with disabilities. <p>There is no parking or routes into the PK-12 building which meet required ADA standards. Current parking is on uneven gravel surfaces which would make maneuvering a wheelchair difficult. Routes of travel into the building include damaged sidewalks, walkway edges with more than a two or three inch drop, and no safety railings.</p>	<ul style="list-style-type: none"> The district will review ADA standards and develop plans for improvements, some of which could be supported in the spring and summer of 2008. Additional study (January 2008) will be made of how to address all of the ADA standards when time and resources are available. 	<ul style="list-style-type: none"> The district has not provided a facilities and grounds plan outlining how the education program and services offered by the district will be accessible to persons with disabilities. The district has indicated it will do so when time and resources are available. 	<p>___ Facilities and grounds plan outlining how the education program and services offered by the district will be accessible to students with disabilities which include a detailed timeline and allocation of resources budgeted and funding sources identified. The plan was due February 22, 2008.</p>	<p>The district remains noncompliant.</p> <p>The district has submitted a one page document entitled "Russell Community Accessibility Plan" adopted by the school board; however, board minutes were not provided to document the board's commitment. The plan is very generic and commits the district to:</p> <ul style="list-style-type: none"> A visual inspection of buildings and grounds. Discussion of accessibility with the School Improvement Advisory Committee (SIAC) to consider needs. Working with a professional

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
		<p>The elementary wing of the PK-12 facility is the only area within the building where most classrooms are accessible to a person who is mobility impaired. The middle and high school areas of the building are inaccessible as each of the upper level floors is connected with steep stairs (no elevator or lift is available). Restrooms, media centers, cafeteria, administrative offices, Iowa Communications Network (ICN) classroom, board room, and locker rooms lack access that meets ADA standards. In addition, drinking fountains are not disability accessible.</p>				<p>to determine needs.</p> <ul style="list-style-type: none"> • Working with Iowa COMPASS to develop appropriate actions to make facilities and programs accessible. • Build ramps to restrooms and make stalls accessible. • Be prepared to purchase stair tracker. • Repair all sidewalks to make them ADA compatible. <p>The team could find no evidence that professional contractors or persons with disabilities have or will be involved to determine priorities, costs, and feasible timelines. There has been no budget allocated for this purpose, although there was a reference to PPEL funds. A check of the district's PPEL balance indicated a \$13,263.00 balance and a SILO balance of \$225,407.00.</p>

Areas Outside of Chapter 12

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
Noncompliant	Iowa Code Chapter 19B.11	<ul style="list-style-type: none"> The district's employment application forms do not include information about the district's nondiscrimination policy, the identity and contact information for the equity coordinator, or information about the district's grievance procedure. 	<ul style="list-style-type: none"> Iowa Code Chapter 19B.11 Employment forms will be revised to assure that the district's nondiscrimination policy is included. 	<ul style="list-style-type: none"> District employment application forms will need to be revised to include information about the district's nondiscrimination policy, the identity and contact information for the equity coordinator, or information about the district's grievance procedure. 	<p>___ The district shall provide the DE a revised employment application that includes the following:</p> <ul style="list-style-type: none"> information about the district's nondiscrimination policy the identity and contact information for the equity coordinator information about the district's grievance procedure <p>Due February 22, 2008.</p>	<p>The district remains noncompliant.</p> <p>Employment application forms were provided. Forms included a nondiscrimination statement. The nondiscrimination statement did not include sexual orientation or gender. It did not reflect the current board policy nor does it correctly identify the current equity coordinators.</p>
Noncompliant		<ul style="list-style-type: none"> There is no Equal Employment Opportunity/Affirmative Action plan as required by state law. 	<ul style="list-style-type: none"> An Equal Employment Opportunity/Affirmative Action Plan will be developed as soon as possible. 	<ul style="list-style-type: none"> The district will need to develop an Equal Employment Opportunity/ Affirmative Action Plan. 	<ul style="list-style-type: none"> The district will need to submit to the DE an Equal Employment Opportunity/ Affirmative Action Plan by February 22, 2008. 	<p>The district remains noncompliant.</p> <p>The superintendent was unavailable for interview. District staff interviewed was not aware if an affirmative action plan had been adopted by the board and implemented. There was no documentation or feedback to document that an Equal Employment Opportunity/ Affirmative Action Plan had been developed.</p>

Compliance Status on October 24, 2007	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Compliance Status as of February 29, 2008
Noncompliant		<ul style="list-style-type: none"> The facility is not accessible for employees with disabilities. 	<ul style="list-style-type: none"> While the facility is currently not accessible when the ADA standard study is made it will consider employees with disabilities as well as students and parents with disabilities. 	<ul style="list-style-type: none"> The district has not provided a facilities and grounds plan outlining how the education program and services offered by the district will be accessible to persons with disabilities. The district has indicated it will do so when time and resources are available. This timeline is <u>unacceptable</u>. 	See IAC-12.1(1)	See IAC-12.1(1)

Division II – Definitions - This section provides definitions of terms used throughout Chapter 12.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	281-12.2(256)	Definitions: SIAC <ul style="list-style-type: none"> There was no documentation that the district has sought to include members of minority racial/ethnic groups or persons with disabilities on the SIAC. 	<ul style="list-style-type: none"> IAC 12.2(256) - The district will need to develop the membership in the School Improvement Advisory Committee to conform with the make up required. 	<ul style="list-style-type: none"> The district shall develop a plan to document its efforts to ensure inclusion of members of minority racial/ethnic groups or persons with disabilities on the SIAC. 	____ Development of district plan that could be implemented annually to ensure inclusion of members of minority racial/ethnic groups or persons with disabilities on the SIAC due by February 22, 2008.	The district remains noncompliant. The superintendent was unavailable for interview and no additional evidence was provided by the district to document its efforts in developing a plan for implementation to ensure inclusion of members of minority racial/ethnic groups or persons with disabilities on the SIAC.

Division III – Administration - This section contains the standards that shall apply to the administration of accredited schools and school districts.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results												
Noncompliant	IAC 12.3(2)	Policy Manual <ul style="list-style-type: none">Policy 603.3 lacked the date of adoption.	<ul style="list-style-type: none">IAC 12.3(2) The date of adoption of policy 603.3 was included on page 2 of 2 but that page was not in the policy book that the team examined. Page 2 will be added that shows date of adoption.		___ On-site verification that policy 603.3 includes a date of adoption.	The district remains noncompliant. The policy manual given to the Phase II team for review does not contain a date of adoption.												
Noncompliant	IAC 12.3(3)	Personnel Evaluation <ul style="list-style-type: none">The Phase II team could not locate evidence that instructional staff have occurred per district policy. Personnel files for current members of the district's teaching staff reflected the following evaluation history (listed by year of last evidenced activity):<table><tr><th>School Year</th><th>Number of Teachers</th></tr><tr><td>2001-02</td><td>7</td></tr><tr><td>2005-06</td><td>2</td></tr><tr><td>2006-07</td><td>1</td></tr><tr><td>2007-08</td><td>4</td></tr><tr><td>No evidence on file</td><td>4</td></tr></table> Evidence from personnel files included handwritten observation notes (unsigned or signed by the teacher), typed summary of observation signed by both parties, a copy of the Iowa Teaching Standards and Criteria with checkmarks (undated, unsigned; dated, unsigned), and/or signed summative evaluation checklists.	School Year	Number of Teachers	2001-02	7	2005-06	2	2006-07	1	2007-08	4	No evidence on file	4	<ul style="list-style-type: none">IAC 12.3(3) While the data collected by the Phase II team is correct the goal of the district on personnel evaluation is to be up to district policy and master agreement by April 30, 2008.	<ul style="list-style-type: none">The district will develop a written evaluation plan and documentation for <u>all contract staff</u> that is aligned with district policy, master contract and Iowa Code sections 279.14 and 279.23.	___ Written plan for evaluation of <u>all contracted staff</u> aligned with district policy, master contract and Iowa Code – Due February 22, 2008. ___ Documentation system that evaluations are occurring per district policy – Due February 22, 2008.	The district remains noncompliant. District policy regarding personnel evaluation does not align with district practices, master contract, or Iowa Code. The district remains noncompliant. District policy does not align with code requirements or master contract as they do not state in policy how often career teachers will be evaluated, and current evaluations occur randomly. None of the following are currently being met: All contracted staff members are evaluated per local criteria and procedures. 281—IAC 12.3(3) and Iowa Code 279.14 and Iowa Code 284.8
School Year	Number of Teachers																	
2001-02	7																	
2005-06	2																	
2006-07	1																	
2007-08	4																	
No evidence on file	4																	

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<ul style="list-style-type: none"> No evidence was found that some type of evaluation of principals and the superintendent occurs annually. Interviews with administrators confirmed this. 	<ul style="list-style-type: none"> Evaluations for principals and superintendent will be formally done and filed in their personnel files. 			<p>1. Evidence that performance review for career (non-beginning) teachers:</p> <ul style="list-style-type: none"> a. occurs at least once every three years b. directly links to the Iowa Teaching Standards and Criteria c. incorporates classroom observations and teachers' individual career development plans d. includes supporting information from multiple sources <p>2. Evidence that an option for intensive assistance is provided to teachers identified as not meeting the district's expectations related to the Iowa Teaching Standards and Criteria.</p> <p>3. Some form of evaluation of administrators occurs annually. 281—IAC 12.3(3) and Iowa Code 279.23A</p> <p>4. The board has established written job descriptions for all supervisory positions. 281—IAC 12.3(3) and Iowa Code 279.23A</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
					___ On-site review of personnel files for all contracted staff that verifies evaluations are occurring and complete to date.	Evaluations are not up-to-date. Many different tools are being used, and there is no alignment to the Iowa Teaching Standards.
Noncompliant	IAC 12.3(6)	Student Responsibility and Discipline <ul style="list-style-type: none"> The district's harassment-related policies for students and staff (e.g., 403.5 and 502.10) do not reflect current legislated mandates [see also 12.3(13)] 	<ul style="list-style-type: none"> IAC 12.3(6) The district will correct and revise policy 403.5 and 502.10 to conform to current mandates. This will be done at the November 27, 2007, meeting or the December 20, 2007, School Board Meeting. 	<ul style="list-style-type: none"> The district will revise policy 403.5 and 502.10 to include the following provisions outlined in 12.3(13). 	___ The district shall provide the DE a copy of revised policy 403.5 and 502.10 by February 22, 2008.	The district is compliant. Policy 403.5 and 502.10 have been revised (November 2007) and are in the district's policy manual. The visiting team could not determine if these policies have been communicated to stakeholders.
Noncompliant	IAC 12.3(6)	<ul style="list-style-type: none"> While the Parent-Student Handbook contains reference to students' due process rights in general, there is no mention of the due process rights specified in board policies for students receiving special education services (503.1R1 and 503.2). 	<ul style="list-style-type: none"> An amendment will be made to the current Parent-Student Handbook so that every student is aware that due process rights are part of the district's policy. 	<ul style="list-style-type: none"> The district will amend the Parent-Student Handbook to include the due process rights specified in board policies for students receiving special education services (503.1R1 and 502.3) The district will document its efforts to disseminate this addendum for the 2007-2008 school year. 	___ The district shall provide the DE a copy of the revised Parent-Student Handbook which includes the due process rights specified in board policies for students receiving special education services (503.1R1 and 502.3) – Due February 22, 2008. ___ The district shall provide the DE documentation of its efforts to disseminate this addendum for the 2007-2008 school year – Due February 22, 2008.	The district remains noncompliant. The handbooks that were provided for review did not contain the notice of due process rights for students receiving special education services. The district remains noncompliant. No evidence was provided that document the district's efforts to disseminate this addendum for the 2007-2008 school year.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.3(6)	<ul style="list-style-type: none"> There was no evidence that the school board has studied or considered the potential impact of the discipline policies on students because of race, color, national origin, gender, disability, religion, creed or socioeconomic status (SES). For example, all students who received out-of- school suspensions during the 2006-2007 school year were low SES male students with Individualized Education Programs (IEPs). 	The School Board has been heavily involved with the out-of-school suspensions, as well as the parents, when suspensions had to be ordered. The actions of the students were, even after a series of due process hearings and they continued repeat of the disruption of the learning process of other students. The Board of Education does consider that an IEP is not a pass to do anything that a student wants to do, unless the disability is extremely behavioral in nature.	<ul style="list-style-type: none"> The district will document its efforts to study the impact of discipline policies on students because of race, color, national origin, gender, disability, religion, creed or socioeconomic status (SES) by February 22, 2008. 	<p>___ The district shall provide the DE documentation of its efforts to study the impact of discipline policies on students because of race, color, national origin, gender, disability, religion, creed or SES by February 22, 2008.</p> <p>.</p>	<p>The district remains noncompliant.</p> <p>No documentation was submitted to demonstrate the district has reviewed its discipline policies and practices to ensure they are not contributing to the discipline disparities that existed earlier in the year. There was no evidence the equity coordinator or administrators have worked to develop affirmative strategies for avoiding those disparities.</p>
Noncompliant	IAC 12.3(11)	<p>Standards for School Counseling Programs</p> <ul style="list-style-type: none"> The district does not employ a guidance counselor nor have a waiver for this required position been sought. (Note: Board policy 607.1 states, <i>"The board will provide a student guidance and counseling program."</i>) 	<ul style="list-style-type: none"> IAC 12.3(11) - This item has been addressed and a guidance counselor has been shared under a 28E agreement with another school district. Information was filed with a waiver request on other subjects and recorded in data on the fall BEDS. 	<ul style="list-style-type: none"> The district shall provide the DE a copy of the guidance counselor 28E agreement. 	<p>___ Copy of guidance counselor 28E agreement by February 22, 2008.</p>	<p>The district is minimally compliant.</p> <p>The district has provided the visiting team with a 28E agreement with the Lineville-Clio CSD. As of December 2007, the Russell District employs a guidance counselor for <u>approximately four days per year</u>. Staff interviewed indicated the counselor may have already fulfilled the contract for the 2007-2008 school year. The visiting team had concerns if the time contracted is adequate for the district to meet the goals of its</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<ul style="list-style-type: none"> The district must comply with rules regarding Standards for School Counseling Programs, including the following: establishment of a PK-12 comprehensive school counseling program; employment of a qualified school counselor, licensed by the board of educational examiners (BOEE); regular review and revision of the program. 		<ul style="list-style-type: none"> The district shall provide the DE with the districts PK-12 comprehensive school counseling program. The district shall provide the DE with its plan for regular review and revision of the program 	<p>___ Draft copy of PK-12 comprehensive school counseling program by February 22, 2008.</p> <p>___ Copy of guidance counselor's licensure by February 22, 2008</p> <p>___ Copy of the plan that provides for regular review and revision of the comprehensive school counseling program.</p> <p>___ On-site verification that the comprehensive school counseling program is being implemented.</p>	<p>counseling program or effectively meets the needs of students.</p> <p>The district remains noncompliant. The district has failed to provide a copy of the PK-12 comprehensive school counseling program.</p> <p>The visiting team verified Dan Long's licensure.</p> <p>The district remains noncompliant. The district has failed to submit a plan that provides for the regular review and revision of the comprehensive school counseling program.</p> <p>The district remains noncompliant. The visiting team could not verify implementation of a comprehensive school counseling program.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.3(12)	Standards for Library Programs <ul style="list-style-type: none"> The district must comply with rules regarding standards for library programs, including the following: establishment of a PK-12 library program to support the student achievement goals of the total school curriculum; employment of a qualified teacher librarian, licensed by the BOEE; regular review and revision of the program; policies to address selection and reconsideration of school library materials, confidentiality of student library records, and legal and ethical use of information resources. 	<ul style="list-style-type: none"> IAC 12.3(12) The standards for library programs will be updated and made accessible for review of the library program. The program will include a review of all elements required of a library program. 	<ul style="list-style-type: none"> The district shall provide the DE a copy of the PK-12 library program and how it supports the student achievement goals of the total school curriculum. The documentation submitted was neither formal nor comprehensive. It did not describe how the PK-12 library program supports the student achievement goals of the total school curriculum. It did not describe the district's process for regular review and revision of the PK-12 library program. The district will need to complete its policy updates referenced in Appendix K and begin implementation immediately. 	<p>___ PK-12 library curriculum due February 22, 2008.</p> <p>___ Written PK-12 library plan that describes how it supports the student achievement goals of the total school curriculum due February 22, 2008.</p>	<p>The district remains noncompliant. The district provided the visiting team with a K-6 library curriculum that was completed in the 1980's (does not include technology). District personnel interviewed indicated that the district is in the process of beginning the work to revise.</p> <p>The district confirms that a written PK-12 library plan describing how it supports student achievement goals of the total school curriculum is not available.</p>
		<ul style="list-style-type: none"> The elementary and secondary media centers were inaccessible to students, staff, parents, and community members with disabilities. 	<ul style="list-style-type: none"> The inaccessibility of the centers will be part of the study of accessibility of the building. 	<ul style="list-style-type: none"> See above sections related to accessibility of district programs and services. 	<p>___ Written PK-12 library plan that describes regular review and revision due February 22, 2008.</p> <p>___ On-site verification that the PK-12 library plan is being implemented.</p>	<p>The district remains noncompliant. The district confirms a written PK-12 library plan that describes regular review and revision is currently not available.</p> <p>The district remains noncompliant. The district confirms the PK-12 library plan is not being implemented since it does not yet exist.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	12.3(13)	Policy Declaring Harassment and Bullying Against State and School Policy The district's harassment-related policies for students and staff (e.g., 403.5 and 502.10) do not reflect current legislated mandates.	<ul style="list-style-type: none"> IAC 12.3(13) the policies that are currently in place will be revised and will reflect current legislated mandates of 2007. 	<ul style="list-style-type: none"> The district will need to immediately revise policies 403.5 and 502.10 to reflect current legislated mandates. 	____ Copies of revised policies 403.5 and 502.10 – due February 22, 2008.	The district is minimally compliant. On November 27, 2007, the Russell School Board revised their policy on harassment, bullying and hazing. The current policy includes all the necessary protected classes including sexual orientation and gender identity. It covers employees, students, volunteers, etc. The policy defines harassment and commits the district to promptly and fairly investigate complaints. It speaks to cyber/electronic bullying and harassment. Retaliation against a student or staff person who brings a harassment complaint is a violation of the policy. The superintendent is given responsibility for developing investigation processes and assigning staff who will investigate alleged incidents of harassment. The Superintendent was given the assignment of providing training and information to staff, students and parents, monitoring the process to measure its effectiveness and

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
						reporting periodically to the board. There was no evidence staff training related to the policy has been done or parents and students have been informed of the changes in the policies. The policies included in staff and student handbooks are not current.

Areas Outside of Chapter 12

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	281-IAC 83.4(9) and 281-IAC 83.5(3)	<ul style="list-style-type: none"> Documentation available regarding the district's evaluation process for teachers did not provide sufficient evidence that comprehensive evaluation requirements are being met. There did not appear to be a consistent evaluation tool for teachers aligned to the Iowa Teaching Standards and Criteria. In addition, there was no evidence that supporting documentation is gathered from other evaluators, teachers, parents, and students. <p>Individual Career (Professional) Development Plans (ICDP) for past years (2005-06 and/or 2006-07) were found in six of the 19 teacher personnel folders. Some plans were signed by the teacher and administrator, some by the teacher only, and others unsigned completely. In two cases, the signed ICDP did not match the personnel folder in which they were found. There was no evidence of ICPD plans for the current school year.</p>	<ul style="list-style-type: none"> 281-IAC 83.4(9) and 281-IAC 83.5(3) the district will correct the evaluation process and have documents in place by April 30, 2008. 	<ul style="list-style-type: none"> This district's response does not provide enough detail. This district will develop a comprehensive evaluation plan for meeting noncompliance in this area. The district will need to complete teacher evaluations in a thorough manner beginning with the 2007-2008 school year. The district will need to ensure that Individual Career (Professional) Development Plans are up-to-date for all staff members. 	<p>___ Comprehensive evaluation plan for teacher evaluation that is aligned to the Iowa Teaching Standards and Criteria that includes a process for gathering supporting evidence from other evaluators, teachers, parents, and students – due February 22, 2008.</p> <p>___ On-site verification that all teacher evaluations for 2007-2008 are complete – due May 31, 2008.</p> <p>___ On-site verification that all Individual Career (Professional) Development Plans are up-to-date for all staff members – due February 22, 2008.</p>	<p>The district remains noncompliant. The visiting team could find no evidence.</p> <p>District administrators reported working toward completion by May 31, 2008. A tool aligned with the Iowa Teaching Standards is not being used at this time. The process currently lacks alignment with district policy, the master contract, or Iowa Code.</p> <p>Nine of 19 teachers had Career Development Plans in their folders. The administrators teaching classes did not have a CDP either, but they did have an administrator's evaluation aligned with the Iowa Leadership Standards in their files.</p>

Division IV – School Personnel - This section contains the standards that shall apply to personnel employed in accredited schools.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.4(10)	<p>Record of License</p> <ul style="list-style-type: none"> Daniel Dow (folder 228170) is listed on the high school master schedule as teaching Physical Science 9. Mr. Dow does not hold the endorsement required for this assignment. Ann Kathryn Thompson Aulwes (folder 317374) is listed on the master schedule as teaching pre-kindergarten and Reading 8. Ms. Aulwes does not hold endorsements for either of these assignments. June Nolte-Davis (folder 182829) is listed on the master schedule teaching Spanish at the elementary level. Mrs. Davis does not hold the endorsement required for this assignment. Mary Thomas (folder 188869) is listed on the high school master schedule as teaching Marketing I and Marketing II. Mrs. Thomas does not hold the 	<ul style="list-style-type: none"> IAC 12.4(10) - The findings should be updated to show the high school master schedule was in error Daniel Dow (folder 228170) is teaching general science 9, not physical science 9. Ann Kathryn Thompson Aulwes (folder 317374) has an endorsement to teach pre-kindergarten and is teaching language arts, for which she has an endorsement. The master schedule should not have shown June Nolte-Davis as teaching Spanish. She is currently only doing library at Russell. Mary Thomas (folder 188869) does have an endorsement to teach marketing according to the (BOEE), because in 	<ul style="list-style-type: none"> Mr. Dow does not hold the endorsement required to teach general science 9. Mr. Dow shall immediately seek a Class B Conditional License or be reassigned. Ms. Aulwes received a Class B Conditional License for PK on 11.15.2008. No further action is necessary. Regarding licensure for June Nolte-Davis: No further action is necessary. Regarding licensure for Mary Thomas: No further action is necessary. 	<p>____ Copy of Mr. Dow's Class B Conditional License for general science 9 or a signed, written assurance that Mr. Dow has been reassigned – due February 22, 2008. On-site verification required.</p> <p>____ The district shall forward a copy of the standards and benchmarks for DE verification that the class being taught is in fact a language arts class rather than reading class – due February 22, 2008.</p>	<ul style="list-style-type: none"> As of February 28, 2008, the district is currently out of compliance. Mr. Dow's teaching license expired on December 31, 2007. Ms. Aulwes received a Class B Conditional License for PK on 11.15.2007. Review of course standards and benchmarks include reading, writing, listening, and speaking. No further action is required. Regarding licensure for June Nolte-Davis: No further action is required. Regarding licensure for Mary Thomas: No further action is required.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<p>endorsement required for these assignments.</p> <ul style="list-style-type: none"> Bill Logemann (folder 971864) is listed as the Jr. High football coach. Mr. Logemann does not hold coaching authorization. Brenda Belloma (folder 306943) is listed on the high school master schedule as teaching Computer Assisted Art. The course description for this course indicates it is production of the school's yearbook, which would be classified as Journalism. Ms. Belloma does not hold the endorsement required for this assignment. 	<p>checking they told us that she was grandfathered in for that endorsement.</p> <ul style="list-style-type: none"> Bill Logemann (folder 971864) - The district made a huge error in allowing him to coach the junior high football team. He will not be hired in the future without a coaching authorization in place. Brenda Belloma (folder 306943) Will not be teaching a journalism class at Russell. 	<ul style="list-style-type: none"> Regarding licensure for Bill Logemann: No further action is necessary. The district's response does not clearly indicate the immediate action that has been taken by the district to correct. 	<p>____ The district shall provide a signed, written assurance to the DE describing the district's corrective action – due February 22, 2008.</p> <p>____ The district shall provide a revised, accurate master schedule for the district – due February 22, 2008.</p>	<ul style="list-style-type: none"> Regarding licensure for Bill Logemann: No further action is required. <p>The district remains noncompliant. Staff interviews indicated the journalism class is now an extracurricular activity. Journalism credit is no longer awarded for the course; however, one student may be receiving an "independent study" credit. Administrators report it is a "work study experience." Appropriate licensure is required for an independent study in journalism, or if it is a work study experience, the individual supervising would need a work experience coordinator endorsement. At a minimum, a Class B Conditional License is</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
						required. The district has provided no signed, written assurance.
Noncompliant	IAC 12.4(11)	Personnel Files <ul style="list-style-type: none"> The personnel files for the following individuals do not contain a copy of the individual's license: <ul style="list-style-type: none"> Robert McCurdy (folder 54543) Carrie Thomas (folder 969185, exp 3.3.2007) [listed as a substitute] The license on file is out-of-date Edith Darlene Banasik (folder 183049 exp 10.31.2006) [listed as a substitute] The license on file is out-of-date 	<ul style="list-style-type: none"> IAC 12.4(11) We now have in the personnel file a copy of the following individual's license: Robert McCurdy (folder 54543) Carrie Thomas (folder 969185) Edith Darlene Banasik (folder 183049) 	<ul style="list-style-type: none"> Regarding licensure for Robert McCurdy: No further action is required by the district – BOEE verifies licensure. Regarding licensure for Carrie Thomas: No further action is required by the district – BOEE verifies licensure. Regarding licensure of Edith Banasik: No further action is required by the district – BOEE verifies licensure. 	<p>___ On-site verification the district has proper licensure on file for Robert McCurdy.</p> <p>___ An updated substitute list shall be forwarded to the DE with the name and folder number of all current substitute personnel – due February 4, 2008.</p> <p>___ On-site verification of current substitute list with corresponding licensure on file.</p>	<p>The visiting team has verified the district has proper licensure on file for Robert McCurdy. No further action is required.</p> <p>The district remains noncompliant. The district has not completed work on an updated substitute list. Stacy Sims (folder 364851) does not have a copy of licensure on file. The BOEE records indicate that her license expired in November 2007.</p> <p>Carrie Thomas is no longer employed by the district. No further action is required.</p> <p>The visiting team has verified the district has proper licensure on file for Edith Banasik. No further action is required.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<ul style="list-style-type: none"> o Vickie Adler (folder number unknown) [listed as a substitute] Licensure could not be verified on BOEE website o Joyce Bloom (folder number unknown) [listed as a substitute] Licensure could not be verified on BOEE website o Marilyn Yoakum (folder 87949) [listed as a substitute] 	<ul style="list-style-type: none"> • Vickie Adler and Joyce Bloom are not on our updated list of substitutes. • Marilyn Yoakum (folder 87949) 	<ul style="list-style-type: none"> • Regarding licensure for Vickie Adler: No further action is required. • Regarding licensure for Joyce Bloom: No further action is required. • Regarding licensure for Marilyn Yoakum: No further action is required by the district – BOEE verifies licensure. 		<p>Vicki Adler is no longer employed by the district. No further action is required.</p> <p>Joyce Bloom is no longer employed by the district. No further action is required.</p> <p>The district does not have a copy of licensure on file for Marilyn Yoakum.</p>
Noncompliant	IAC 12.4(13)	Prekindergarten Staff <ul style="list-style-type: none"> • The district employs Ann Kathryn Thompson Aulwes (folder 317374) as a PK teacher. Mrs. Aulwes does not hold an endorsement for PK. Mrs. Aulwes did apply for a Class C license; however, the BoEE reported on 10.24.2007 that the Class C license application will not be approved until a program of study is included. 	<ul style="list-style-type: none"> • IAC 12.4(13) Ann Kathryn Thompson Aulwes (folder 317374) now has a PK endorsement in place in her personnel file. It was issued late by the BOEE, because of a technical error which was corrected. 	<ul style="list-style-type: none"> • Ms. Aulwes received a Class B Conditional License for PK on 11.15.2008. No further action is required by the district. 	<p>___ On-site verification that the district has proper licensure on file for Ann Kathryn Thompson Aulwes.</p>	<p>The visiting team has verified the district has proper licensure on file for Ann Kathryn Aulwes Thompson. No further action is required.</p>
Noncompliant	IAC 12.4(14)	Employee Physical Examination <ul style="list-style-type: none"> • The following personnel files for certified staff did not contain physicals: <ul style="list-style-type: none"> o Andersen Arick (folder 965511) o Juan Batula (folder 315254) o William Brown (folder 964942) o Tiffany Chester (folder 359657) o Amy Stuart (folder 351476) 	<ul style="list-style-type: none"> • IAC 12.4(14) All certified staff now have a physical examination on file. • Other employees are currently working on getting a physical examination, as well the non-teaching coaches. 	<ul style="list-style-type: none"> • The district shall require all district personnel to file a physical examination upon initial employment. Since it is impossible to bring this requirement into compliance for those individuals who did not file in a timely manner, the district 	<p>___ On-site verification of a physical examination upon initial employment.</p> <p>___ On-site verification of physical examination in lieu of a physical examination upon initial employment.</p>	<p>The district remains noncompliant.</p> <p>The visiting team conducted a random check for employee physicals. Some files do not contain physicals. Confusion exists among district staff regarding who is responsible for</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<ul style="list-style-type: none"> o Daniel Dow (folder 228170) o Edith Darlene Banasik (folder 183049) [listed as a substitute] o Vickie Adler (folder number unknown) [listed as a substitute] o Joyce Bloom (folder number unknown) [listed as a substitute] o Vincent Pelzek (folder 902538) [listed as a substitute] o Marilyn Yoakum (folder 87949) [listed as a substitute] • The following personnel files for support staff did not contain physicals: <ul style="list-style-type: none"> o Shirley Sibert – para-educator o Ivy Coffey – food service secretary o Sandi Collins – secretary o Rick Elmore – head custodian o Lloyd Davis – custodian, bus driver o Steve Bacon – custodian o Rose Carpenter – food service • The following personnel files for non-teaching coaching staff did not contain physicals: <ul style="list-style-type: none"> o Rick Elmore (high school football) o Sarah Shutt (high school volleyball) o Chad Mills (bowling) o Brant Paige (junior high boys' basketball) 		should require all district personnel to file a physical examination as best practice.		completing and maintaining this task.

Division V – Education Program - This section provides the education program standards that shall be met by schools and school district for accreditation.

Note: Chapter 12 requires certain subject areas to be taught at each grade level. It further defines specific content for each required subject which is to be included within "*instruction*." The Phase II team could not verify some subject area content specifications in grade levels within the district's curriculum-related documents.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
See Below	IAC 12.5(3)	Elementary Program, Grades 1-6				
Noncompliant	IAC 12.5(3)(e)	Elementary Program: Health Education <ul style="list-style-type: none"> The Phase II team could not verify an elementary health education curriculum exists or that instruction occurs. 	<ul style="list-style-type: none"> IAC 12.5(3)(e) This response will be enclosed as an appendix that demonstrates the elementary health, safety and nutrition curriculum are in place at the Russell Community School. 	<ul style="list-style-type: none"> The written health curriculum submitted by the district included the following elements (listed in order): <ol style="list-style-type: none"> A skeletal list of topics by grade level for grades K-6. The following grades were blank: 2nd, 3rd, and 6th. A copy of the district's playground rules. A daily bulletin from Thursday, November 29, 2007. A written health curriculum for grades K-4. The curriculum appears to be a set of separate documents rather than a sequential, articulated curriculum. The following questions emerge from the review: Which is the correct curriculum? Why is the curriculum not compiled into one uniform document? Is the curriculum board approved? 	<p>___ The district shall submit a copy of the board approved elementary health education curriculum which includes the mandated content standards – Due February 22, 2008.</p> <p>___ The district shall submit school board minutes which verify that the elementary health curriculum is approved by the Russell Board of Education – due February 22, 2008.</p>	<p>The district remains noncompliant. The district has submitted written standards and benchmarks for elementary health. No other curricular materials have been provided. It was difficult for staff members to articulate how the written curriculum translates into the taught curriculum. Not all Chapter 12 content specifications are included.</p> <p>The district has not supplied board minutes verifying approval of elementary health curriculum. The district has not followed its policy for curriculum development.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
				<ul style="list-style-type: none"> The following content standards are not <i>explicitly</i> present in their documentation: food and nutrition, safety and survival skills, consumer health, substance abuse and nonuse encompassing the effects of alcohol, tobacco, drugs, and poisons on the human body; human sexuality, self-esteem, stress management, and interpersonal relationships/ emotional and social health; health resources; prevention and control of disease, characteristics of communicable diseases including Acquired Immune Deficiency Syndrome. Materials submitted did not meet compliance. 		
Noncompliant	IAC 12.5(4)	Junior High Program, Grades 7 and 8 <ul style="list-style-type: none"> The Phase II team could not verify the junior high (grade 7 and grade 8) program includes human growth and development. 	<ul style="list-style-type: none"> IAC 12.5(4) Human growth and development instruction for grades 7 and 8 are embedded in both the health and life science curriculum. 	<ul style="list-style-type: none"> Human growth and development are not <i>explicitly</i> present in the health curriculum submitted by the district. An on-site review of the life science curriculum will be required to verify that human growth and development instruction for grades 7 and 8 are embedded. See comments in 12.5(3)(e). 	<p>___ On-site verification with district personnel that human growth and development curriculum is explicitly present in the district's written life science curriculum.</p>	<p>The district remains noncompliant. The district has provided no documentation that human growth and development curriculum is explicitly present in the district's written life science curriculum.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.5(4)(d)	Junior High Program: Science <ul style="list-style-type: none"> The Phase II team could not verify a junior high science curriculum exists or that instruction includes the following content specifications: <ul style="list-style-type: none"> Life science Earth science Physical science 	<ul style="list-style-type: none"> IAC 12.5(4)(d) The junior high science program has instruction in 7th grade life science and 8th grade earth science. Physical science is taught at the 6th grade level. A brown notebook with the science curriculum was retained by the Phase II team. The district will work on revision. 	<ul style="list-style-type: none"> The Phase II team retained copies only. All district curriculum and policy were left on-site. With the district possibly having one copy of the written curriculum, how does it ensure that the written curriculum is the taught curriculum in appropriate classrooms? Do classroom teachers have access to district written curriculum? 	<p>___ The district shall submit a written junior high science curriculum which explicitly includes Life Science, Earth Science, and Physical Science – due February 22, 2008.</p> <p>___ The district shall submit a written assurance that the instructional staff has access to the board approved written curriculum – due February 22, 2008.</p>	<p>The district is minimally compliant.</p> <p>The district has supplied standards and benchmarks for junior high science. The standards and benchmarks do not include Life Science. The board has not approved this curriculum. The district has not followed its policy regarding curriculum development.</p>
Noncompliant	IAC 12.5(4)(i)	Junior High Program: Family and Consumer Education <ul style="list-style-type: none"> The Phase II team could not verify a junior high family and consumer education curriculum exists or that instruction occurs. 	<ul style="list-style-type: none"> IAC 12.5(4)(i) Family and consumer education instruction is included in the curriculum of the following: health, careers, math and art at the junior high levels. 	<ul style="list-style-type: none"> A re-examination of the following curriculum will be necessary to verify that family and consumer education is included: health, careers, math and art. The district shall be prepared to explicitly identify where family and consumer education is embedded. 	<p>___ On-site verification with district personnel to identify family and consumer education content in the written curriculum for health, careers, math and art.</p>	<p>The district remains noncompliant.</p> <p>The district has provided no evidence that family and consumer education content is explicitly present in the written curriculum for health, careers, math and art.</p>
Noncompliant	IAC 12.5(4)(j)	Junior High Program: Career Education <ul style="list-style-type: none"> The Phase II team could not verify a junior high career education curriculum exists or that instruction occurs at <u>grade 7</u>. 	<ul style="list-style-type: none"> IAC 12.5(4)(j) The district finds that the only career education course at the grade 7 level is in the class of introduction to agriculture. A curriculum will have to be developed – if not found in the brown notebook retained by the Phase II team. 	<ul style="list-style-type: none"> The Phase II team retained copies only. All district curriculum and policy were left on-site. With the district possibly having one copy of the written curriculum, how does it ensure that the written curriculum is the taught curriculum? Do classroom teachers have access to district written curriculum? 	<p>___ The district shall submit a written junior high Career Education curriculum for grade 7– due February 22, 2008.</p> <p>___ The district shall submit a written assurance that the instructional staff has access to the board approved written curriculum – due February 22, 2008.</p>	<p>The district remains noncompliant.</p> <p>The district has submitted junior high standards and benchmarks that indicate infusion of career education, yet the visiting was not able to verify the relationship between the district's infusion codes and career education.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.5(4)(k)	Junior High Program: Technology Education <ul style="list-style-type: none"> The Phase II team could not verify a junior high technology education curriculum exists or that instruction occurs at <u>grade 8</u>. 	<ul style="list-style-type: none"> IAC 12.5(4)(k) the district finds that our technology education program is reinforced in the eighth grade level embedded within the following: library, careers (online use of choices program) and language arts reports. The district also has a check list of mastery skills that all grade 8 students are assessed on. The past year all of the 8th grade students had acquired all of the skills. 	<ul style="list-style-type: none"> A re-examination of the following curriculum will be necessary to verify that technology education (Grade 8) is included: library careers (online use of Choices program) and language arts. The district shall be prepared to explicitly identify where technology education is embedded. 	<p>___ On-site verification with district personnel to identify technology education written curriculum for grade 8 is explicitly present in library, careers, and language arts.</p>	<p>The district remains noncompliant.</p> <p>The district has submitted junior high standards and benchmarks that indicate infusion of technology education, yet the visiting team was not able to verify the relationship between the district's infusion codes and technology education.</p>
Noncompliant	IAC 12.5(5)(b)	High School Program: Social Studies <ul style="list-style-type: none"> The high school master schedule indicates five social studies units are being taught (# of enrollees): <ul style="list-style-type: none"> .5 Sociology (4) .5 Government (7) 1 US History I (12) 1 US History II (11) .5 World War II (4) .5 Current Issues (1) 1 World History (10) No evidence was found in curriculum-related materials provided to the Phase II team that all students in grades 9-12, as a condition of graduation, receive instruction in the government of Iowa. 	<ul style="list-style-type: none"> IAC 12.5(5)(b) the social studies program has the government of Iowa instruction included in Mrs. Houser's Government class. The class attends a session of the Iowa legislature as a way to get hands-on meaning to all of the other efforts to teach Iowa government. Russell submitted Board policy 505.5 that indicates that graduation requirement includes government. 		<p>___ The district shall submit 2006-2007 lesson plans (or some other documentation) which verify government of Iowa instruction occurs in Government Class – due February 22, 2008.</p>	<p>The district remains noncompliant.</p> <p>The teacher of this course was unavailable for interview. The district has provided no evidence that verifies government of Iowa instruction occurs in government class.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.5(5)(d)	<p>High School Program: Science</p> <ul style="list-style-type: none"> The Phase II team could not verify the high school science curriculum or instruction includes the following content specifications: <ul style="list-style-type: none"> Earth science The high school schedule indicates five science units are being taught, with instruction including the following (# of enrollees): <ul style="list-style-type: none"> Biological science <ul style="list-style-type: none"> 1 Biology (11) 1 Biology II (1) 1 Anatomy & Physiology (10) Physical science, including physics and chemistry* (# of enrollees): <ul style="list-style-type: none"> 1 Chemistry (ILO) (2) 1 Physical Science (11) <p>*The high school schedule indicates full units of chemistry and physics are taught, at least on an alternate year basis. Both chemistry (2006-07, 2007-08) and physics (2006-07) have been accessed through Iowa Learning Online (ILO).</p>	<ul style="list-style-type: none"> IAC 12.5(5)(d) The district offers earth science at the 8th grade level. The 9-12 science programs includes no less than the minimum number of units of science that are offered and taught in grades 9-12. 	<ul style="list-style-type: none"> The district may locally choose to teach earth science at the 8th grade. Earth science content must be present 9-12. The district will need to identify where the earth science content is explicitly located within the offer and teach science classes at grades 9-12. 	<p>___ On-site verification with district personnel that Earth Science curriculum is explicitly present in the district's 9-12 science curriculums.</p>	<p>The district remains noncompliant.</p> <p>The visiting team could not confirm earth science curriculum is explicitly present in the district's 9-12 science curriculum. The visiting team could not confirm this curriculum was developed following the district's policy for curriculum development or if the board has approved the curriculum.</p>
Noncompliant	IAC 12.5(5)(h)	<p>High School Program: Foreign Language</p> <ul style="list-style-type: none"> The master schedule indicates the foreign language program includes a four-unit sequence of uninterrupted study in at least one language: <ul style="list-style-type: none"> The first two units of the sequence are offered and taught (# of 	<ul style="list-style-type: none"> IAC 12.5(5)(h) The district has requested a waiver for Spanish III, which has not yet been granted. 	<ul style="list-style-type: none"> The DE has not received the district's completed foreign language waiver request form that is required of all districts. 	<p>___ The district shall submit a waiver request for 2007-2008 using the DE form for Spanish III – due February 22, 2008.</p>	<p>The district submitted a waiver to the visiting team on February 27, 2008, regarding Spanish III. The DE approved the Spanish III waiver on February 27, 2008.</p> <p>No further action is necessary.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		enrollees): <ul style="list-style-type: none"> ▪ 1 Spanish I (9) ▪ 1 Spanish II (8) ○ The third unit was offered (two students were initially enrolled, then dropped the course; no waiver request has been submitted to the DE) **See 12.9(1) <ul style="list-style-type: none"> ▪ 1 Spanish III (2) ○ The fourth unit is offered and taught (# of enrollees): <ul style="list-style-type: none"> ▪ 1 Spanish IV (2) 				
Noncompliant	IAC 12.5(5)(i)	High School Program: Vocational Education <ul style="list-style-type: none"> • The high school master schedule does not indicate three sequential units are taught in at least four of the six designated service areas. Specifically, the district is one unit short in the business education and marketing education strands. <ul style="list-style-type: none"> ○ Agricultural education <ul style="list-style-type: none"> ▪ 1 Intro to Careers (*core vocational course) (8) ▪ 1 Horticulture (7) ▪ 1 Ag Production (changing to .5 Crop Production, .5 Livestock Production) (6) ▪ 1 Ag Mechanics (7) ▪ 1 Ag Mechanics II (2) ▪ 1 Ag Construction (2) ▪ 1 Ag Construction II (4) 	<ul style="list-style-type: none"> • IAC 12.5(5)(i) The district did request a waiver for Accounting II and Marketing II. This was requested by our Principal Sally Johnson. This request was not acknowledged as of this date. The request was put in the mail by our board secretary, because it required approval by the Board and to be signed by the board president. 	<ul style="list-style-type: none"> • Judy Jeffrey, Director, responded to the district's request for a Chapter 12 exemption for Accounting II and Marketing II on September 25, 2007. A copy of the letter was resent to the district. A postal receipt indicates that the letter was signed for and received by Rick Elmore on December 6, 2007. The letter includes directions to the district for approval consideration. The Department has not received the requested information as of January 17, 2008. 	<p>___ The district shall submit the needed Chapter 12 Exemption information for approval consideration by the Director – due February 22, 2008.</p>	<p>The district remains noncompliant.</p> <p>The district has submitted the following information regarding waiver requests for Accounting II and Marketing II to date:</p> <ul style="list-style-type: none"> • December 4, 2007, board minutes reflect board action to approve seeking a waiver for Marketing II and Accounting II. <p>The September 25, 2007, letter to the district outlines the following steps that the Russell district must complete before Director Jeffrey will consider a Chapter 12 waiver for these classes:</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<ul style="list-style-type: none"> ○ Business and office education <ul style="list-style-type: none"> ▪ 1 Intro to Careers (*core vocational course) ▪ .5 Intro to Business (4) ▪ .5 Personal Finance (3) ▪ 1 Accounting I (1) ▪ 1 Accounting II (0) ▪ .5 Keyboarding (4) ▪ .5 Computer Applications (8) ▪ .5 Computer Applications II (3) <p>According to Perkins information provided to the Department of Education, Accounting II is included in the district's general business sequence. Since Accounting II is not being taught (no students are enrolled), the district is out of compliance in this area. **See 12.9(1)</p> <ul style="list-style-type: none"> ○ Marketing education <ul style="list-style-type: none"> ▪ 1 Intro to Careers (*core vocational course) ▪ 1 Marketing I (1) ▪ 1 Marketing II (0) <p>According to Perkins information provided to the Department of Education, Marketing II is included in the district's marketing</p>				<p>The plan must contain the following components:</p> <ul style="list-style-type: none"> • A description of how the approval of the request will not be detrimental to the school district's efforts to improve student achievement or performance as described in the district's comprehensive school improvement plan. • Whether district staff anticipated that there would be no students to take these two courses, and the efforts made by the district to comply with the rule. Essentially, when the district was aware no underclassmen were taking Marketing I or Accounting I, what steps did it take at that time? • Evidence the entire board is aware of the waiver request. <p>The visiting team has determined only the requirement for bullet three has been met to date.</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<p>sequence. Since Marketing II is not being taught (no students are enrolled), the district is out of compliance in this area. **See 12.9(1)</p> <ul style="list-style-type: none"> ○ Health Occupations education (accessed via ICN) <ul style="list-style-type: none"> ▪ 1 Intro to Careers (*core course) ▪ .5 Radiology (0) ▪ .5 Nurse Essentials (2) ▪ .5 Intro to Health Occupations (1) ▪ .5 Medical Records (0) ▪ .5 Emergency Care (0) <p>Specific course names are not indicated on the district's Perkins information for the Heath and Administrative Services strand. This strand is being taught via the ICN through a community college; therefore, at least one student (either from Russell or from other participating districts) must be enrolled in courses meeting the strand requirement.</p> <ul style="list-style-type: none"> • No evidence was found by the Phase II team that showed career and technical (vocational) education for the agricultural education, business education, and 	<ul style="list-style-type: none"> • Health occupations is offered by Indian Hills Community College over the ICN and has several participating school districts: Seymour, Davis County, Chariton and Russell. Two of the courses listed with no enrollment are second semester classes. They are: .5 radiology and .5 emergency care. We will push to enroll students. • The district does have articulation agreements on file in: business education, marketing education and health occupations. The district has been in contact with Indian Hills Community College for some time now about Agricultural Education and it is a work in 	<ul style="list-style-type: none"> • Students must be present in all courses designated by the district to meet offer and teach requirements. As long as no students are present, the district remains out of compliance. • The district must have career and technical (vocational) education articulation agreements with postsecondary programs of study on file for agricultural education, business education, and marketing education 	<p>___ The district shall document that at least one student from the Russell District or from other participating districts is enrolled in courses meeting career and technical education strand requirements – due February 22, 2008.</p> <p>___ The district shall forward copies of career and technical (vocational) education articulation agreements with postsecondary programs of study for agricultural education, business education, and marketing education program areas – due February 22, 2008.</p>	<p>The district remains noncompliant. The district has failed to provide documentation to verify that at least one student from the Russell District or from other participating districts is enrolled in courses meeting career and technical strand requirements.</p> <p>The district remains noncompliant. The visiting team could locate only one articulation agreement for 2007-2008 (health occupations).</p>

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		marketing education program areas are articulated with postsecondary programs of study.	progress. The district will put more pressure on the community college to get this done.	program areas.		
Noncompliant	IAC 12.5(7)	Career Education <ul style="list-style-type: none"> Chapter 12 requires career education to be incorporated into the total educational program across the curriculum in grades K-12. The Phase II team could not verify this area within the district's curriculum-related documents. 	<ul style="list-style-type: none"> IAC 12.5(7) Career Education should be embedded in all areas of the K-12 curriculum. The district will review all of the curriculum guides and revise to include those strands of instruction that help students develop interest in future careers. The district will develop an improved program and build a database to help move the program forward. 	<ul style="list-style-type: none"> Chapter 12 requires career education to be incorporated into the total educational program across the curriculum in grades K-12. 	<p>___ The district shall revise written curriculum across K-12 content areas to include career education – due February 22, 2008.</p>	The district remains noncompliant. The district has submitted standards and benchmarks that indicate infusion of career education, yet the visiting was not able to verify the relationship between the district's infusion codes and career education.
Noncompliant	IAC 12.5(9)	Special Education An Iowa IMS (Information Management System) query on 10.19.07 identified 37 resident students eligible and entitled to special education services in the Russell CSD. A review of district records identified an additional student who recently moved to the district. Of the 38 students, 35 percent (13) are open-enrolled to surrounding districts or receive services out of state. One student recently exited special education and two students receive support services only. Phase II team members reviewed 22 IEP student records. <ul style="list-style-type: none"> Individual student noncompliance and systemic issues were identified. Great Prairie Area Education Agency (GPAEA) 	<ul style="list-style-type: none"> IAC 12.5(9) Please note that the 35 percent of the students in special education services out side of the Russell Community School District is less than the 43 percent of the certified open-enrollment. This has been a great program for those in need of special education services and the district has helped many students from the neighboring district. The district has already scheduled sessions to clear up individual student non-compliance issues and GPAEA, local administration and special 	<ul style="list-style-type: none"> The DE has received the special education workout plan from GPAEA. The DE will conduct an on-site review by February 15, 2008. 		The district remains noncompliant Although the district has been engaged with GPAEA, the district continues to have numerous noncompliance issues. District leadership has failed to provide the ongoing support required to manage and make the changes required in the special education program. The district has assigned a first-year teacher to teach general education classes as primary instructor, assigned a case load of 15 students with disabilities, and assigned responsibilities for

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		will be working with the district to submit a corrective action plan to the Department of Education by Friday, December 21, 2007. The Department will check on the progress the district has made on completion of the plan within 60 days of receiving the plan from GPAEA.	educators will correct all procedures that cause non-compliance. The district has been spoiled by having an outstanding special education consultant at the AEA who controlled the IEP process so well that all procedures were done and fulfilled all of the requirements. The statewide IEP online process has a need for some additional staff development sessions to be held. Teachers are still learning to touch all the bases.			providing instruction to ELL and at risk. In addition the teacher is attempting to meet the needs of students with disabilities which requires co-teaching. The teacher's case load includes students with significant needs, some of which require a one-on-one para-professional. The teacher must provide supervision to para-professionals in order to meet the needs of students. These assigned responsibilities represent an unreasonable case load, and it appears there has been no attempt by leadership to remedy the situation. Additionally, the teacher is teaching general education classes, and the district has claimed the entire salary as special education. The district has returned special education dollars to the State although the data would indicate the district is not meeting all special education requirements. Special education teachers have needs for additional materials and supports.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.5(11)	Global Education <ul style="list-style-type: none"> Chapter 12 requires global education to be incorporated into all areas and levels of the educational program. The Phase II team could not verify this area within the district's curriculum-related documents. 	<ul style="list-style-type: none"> IAC 12.5(11) Global education is going to be included in the educational program at all levels. The district is working on updating curriculum to be sure that this area is being covered. 	<ul style="list-style-type: none"> Chapter 12 requires global education to be incorporated into the total educational program across the curriculum in grades K-12. 	<p>___ The district shall develop a process for ensuring the inclusion of global education in the written and taught curriculum across K-12 content areas– due February 22, 2008.</p> <p>___ On-site verification that this work is being implemented.</p>	The district remains noncompliant .It is unclear who has curriculum coordination responsibilities in the district. The high school curriculum seems to have been lost and the district is trying to reconstruct it. It is not clear the staff knows what constitutes global education. The district has not provided the visiting team with a process for ensuring the inclusion of Global Education in the written and taught curriculum across K-12 content areas.
Noncompliant	IAC 12.5(16)	Subject Offering Facilities must be adequate to meet the goals and objectives of the educational course or program whether academic and/or extra-curricular. The educational facility is largely inaccessible to students, staff, parents and community persons with disabilities. There is no plan in place for making the educational program and services offered in the district available to students, staff, parents, and community members with disabilities. Accessibility issues include the following: <ul style="list-style-type: none"> The Russell CSD parking area is not handicapped accessible. The parking area is gravel with no markings for 		See Section 12.1.	See Section 12.1	See Section 12.1

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<p>parking spaces. There is no van-accessible space, access aisles, or accessibility signage except by the gymnasium.</p> <ul style="list-style-type: none"> • The exterior route of travel into the building is not accessible because of the gravel parking area. A wheelchair bound person would have difficulty navigating the parking lot in order to enter the building. • Magnetic door holders for the indoor gymnasium doors are positioned at a low level which could cause injury to persons walking into the gymnasium. • Handicap accessible entrances are not identified by the international symbol of accessibility, appropriate maneuvering clearances are not provided for the ICN entrance from the cafeteria, and door closures on accessible doors close too quickly for a person to get through them safely. • The elementary library does not have appropriate maneuvering clearances; classroom doors do not have at least a 32-inch clear opening; restrooms do not have appropriate maneuvering clearances; door knobs on classrooms are not operable without tight grasping, pinching, or twisting of the wrist; the 				

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
		<p>threshold to the art classroom is greater than ¼ inch and not beveled; no directional signage provides direction to or information about functional spaces of the building; drinking fountains in the gymnasium, elementary wing, first floor, and second floor are not handicap accessible.</p> <ul style="list-style-type: none"> • Toilet rooms or restrooms are not fully accessible. There is no tactile signage identifying restrooms, a 5-foot diameter clear space or T-shaped space in restrooms to make turns, grab bars in accessible toilet stalls, accessible toilet seats that are 17 to 19 inches high, accessible lavatories, and mirrors mounted for handicap use. • Shower rooms are not fully accessible due to steps, thresholds over ¼ inch high and not beveled, lack of tactile signage identifying the shower rooms, and no accessible grab bars in shower stalls. • Gymnasium door closures are broken and there is no handicap accessibility to stage area. <p>In the cafeteria, no appropriate maneuvering clearance is provided at accessible doors, door knobs are not handicap accessible, thresholds are over ¼ inch high and not beveled, there is no knee space at counter service, and vending machines are not on an accessible route.</p>				

Division VI – Activity Program - This section provides the standards that shall apply to the activity program of accredited schools and school districts.

Division VII – Staff Development - This section provides the standards that shall apply to staff development for accredited schools and school districts.

Division VIII – Accountability for Student Achievement

Accredited schools and school districts shall meet the following accountability requirements for increased student achievement.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Noncompliant	IAC 12.8(1)(c)(2)	Content Standards and Benchmarks <ul style="list-style-type: none">The Phase II team could not determine that Science content standards and benchmarks have been developed for all grades served by the district.	<ul style="list-style-type: none">IAC 12.8(1)(c)(2) Science Content Standard and Benchmarks will be found or developed for all grades as soon as possible.	<ul style="list-style-type: none">The district submitted science standards and benchmarks for grades 1-5. The district will need to "find" or develop science standards and benchmarks for grades K, 6-12.	___ Board approved science standards and benchmarks for grades 6-12 – due February 22, 2008.	The district is minimally compliant. The district has developed standards and benchmarks for science. The visiting team could not confirm this curriculum was developed following the district's policy for curriculum development or if the board has approved the curriculum.

Division IX – Exemption Request Process - This section outlines the conditions and procedures a district may seek to request a general accreditation standards exemption.

Compliance Status	Authority	Findings	Russell CSD Response	Department of Education Comment January 2008	Action Required	Results
Pending	IAC 12.9(1)	General Accreditation Standards Exemption Plan <ul style="list-style-type: none"> The district submitted a General Accreditation Standards Exemption Request for Marketing II and Accounting II for the 2007-08 school year on August 28, 2007. The district received a response from the Department on September 25, 2007. 		See IAC -12.5(5)(i) The district is not currently offering and teaching these courses.	See IAC 12.5(5)(i)	See IAC 12.5(5)(i) The district is noncompliant.
Noncompliant		<ul style="list-style-type: none"> The district does not have 2007-2008 waivers in place for the following: <ul style="list-style-type: none"> Guidance Counselor Spanish (third unit) 		The district has a 28E agreement for a guidance counselor. The waiver for Spanish III was approved.		The district is compliant.

Appendix E

Russell Special Education Site Visit Summary **February 28, 2008**

On October 21-25, 2007, an IEP file review was conducted for each student attending Russell Community School District by members of the Phase II team. Of the 22 students, 21 file reviews were conducted. All 21 files contained items of noncompliance for which correction was required.

The Phase II team returned on February 28, 2008, and a review of files was conducted. There were 20 files to review since one student has moved from the district. Of those 20 files, the district was unable to provide a complete, current IEP for 11 of the students. Compliance could not be determined in these 11 files.

The remaining 9 files with current IEPs provided the following information:

- Two files contained the same IEP that was reviewed in October 2007.
- Three were not reviewed.
- Four current IEP files were reviewed:
 - All four IEPs lacked data to demonstrate that any progress monitoring is being done. When asked the special education teachers stated they do not conduct progress monitoring as defined in Iowa Special Education Rules 281-41.47(3)d and 34CRF§300.320

A report provided by the AEA indicates that the AEA and district verified that corrections were made on eight IEPs. Six of the eight files verified to be corrected were found to have noncompliance items on the date of this review.

Noncompliance Citations

34CRF§300.320. IAC 281-41.47(3)d, Progress monitoring. Systematic progress monitoring is conducted which includes regular and frequent data collection, analysis of individual performance across time, and modification of interventions as frequently as necessary based on systematic progress monitoring data.

IAC 41-47(3)e, Evaluation of intervention effects. The effectiveness of interventions is evaluated through a systematic procedure in which patterns of individual performance are analyzed and summarized. Decisions regarding the effectiveness of interventions focus on comparisons with initial levels of performance.

IAC 41.61(3) Review and revision of IEP. Each agency shall ensure that the IEP team reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved and revises the IEP as appropriate to address:

- a. Any lack of expected progress toward the annual goals described in rule 41.67(256B,34CFR300), and in the general curriculum, if appropriate;
- b. The results of any reevaluation conducted;
- c. Information about the child provided to, or by, the parents;
- d. The child's anticipated needs; or
- e. Other matters.

Student #	Corrections verified by District and AEA	IEP status	Evidence
Student 7	Student moved	moved out of district in December	Did not review this file
Student 16	Yes	IEP dated 10-15-07, amendment dated 1-16-08	Transition components added to IEP, no evidence of progress monitoring was provided
Student 13	Yes	no current IEP provided	Did not locate this student's file
Student 12	Yes	IEP in file dated 1-23-08	No progress monitoring data provided--teacher indicated she does not keep any graphs or charts--"she knows if the student is learning or not"
Student 2	No	IEP in file dated 4-25-07	This is the same IEP that was reviewed on 10-24-07. No changes had been made to the IEP
Student 10	No	no current IEP provided	IEP front page w/signatures dated 1-16-08 was found
Student 14	Yes	IEP dated 10/12/07. IEP is incomplete--missing pages G & F, in October the old IEP was reviewed as the current one was not in the file	Could not complete the file review, pages G & F of the IEP missing
Student 15	Yes	current IEP in file - dated 10/10/07	When the review was done on 10/25/07, a current IEP was not provided. The file now contains an IEP dated 10/10/07. The goals in this IEP were identical to the previous year's goals. Transition components were added to IEP, no progress monitoring data could be found.
Student 11	No	no current IEP provided	Meeting scheduled for 1-16-08, parent did not attend, rescheduled for 2-19-08, could find no evidence that meeting occurred on 2-19-08
Student 17	No	no current IEP provided	Meeting notice sent 11-1-07, no record of meeting could be found
Student 18	Not reviewed	student attends school in Ottumwa	IEP not reviewed during this visit, nor was reviewed in September
Student 22	No	no current IEP provided	No information found to indicate a meeting had occurred. Date of last IEP was 11-29-06
Student 20	No	no current IEP provided	IEP front page w/signatures dated 1-16-08 was found

Student #	Corrections verified by District and AEA	IEP status	Evidence
Student 21	Yes	current IEP in file -dated 1-30-08	No progress monitoring data provided-- teacher indicated she does not keep any graphs or charts--"she knows if the student is learning or not"
Student 1	No	no current IEP provided	Meeting notice of 1-30-08 found
Student 8	No	no current IEP provided	Meeting notice of 1-17-08 found
Student 19	Yes	EP is current --did not review	
Student 3	Yes	IEP is current--did not review	
Student 9	No	no current IEP provided	Meeting notice of 1-30-08 found
Student 6	No	IEP is current--did not review	Meeting occurred on 1-30-08, current IEP provided
Student 4	No	IEP is current- dated 4/19/07	The IEP in the file was the one previously reviewed in October 2007, no changes had been made to the IEP
Student 5	No	no current IEP provided	Meeting notice of 1-23-08 found